

Check Off Sheet

COMMERCIAL/INDUSTRIAL

- Contractor sheet completed with all applicable license numbers.
- Signature sheet with all applicable signatures.
- Culvert/Entrance Approval
- Fire District Approval
- Environmental Health Department permit
- Copy of complete signed and sealed drawings (2 sets), specification book and calculations

- Site survey and grading plan.

- Soil boring test results.

- Drainage District notification statement

Grundy County Specifications and Information Packet

Owner: _____

Address: _____ Telephone Number: _____

_____ Cell Number: _____

Plumbing Contractor: _____

Address: _____ Telephone Number: _____

_____ Illinois License Number: _____

General Contractor: _____

Address: _____ Telephone Number: _____

_____ Cell Number: _____

Electrical Contractor: _____

Address: _____ Telephone Number: _____

_____ Cell Number: _____

Roofing Contractor: _____

Address: _____ Telephone Number: _____

_____ License Number: _____

Concrete Contractor: _____

Address: _____ Telephone Number: _____

_____ Cell Number: _____

IF THERE ARE ANY CHANGES IN OWNERSHIP OR WITH THE CONTRACTORS DURING THE BUILDING PROCESS, CONTACT THE BUILDING AND ZONING OFFICE IMMEDIATELY WITH THE NEW INFORMATION.

Property Index Number: _____

Cost of Improvement: _____

Permit Fees

Industrial and Commercial

1) New construction	\$0.25/sf
2) Improvements/Additions	
Less than \$5000.00	\$200.00
Each additional \$1000.00	\$10.00

Note that in the event that the Grundy County Building Officer feels that the building plans submitted require to be reviewed by an engineering firm or other consultant, the cost incurred by Grundy County for this review will be included in the building permit fees. A building permit will not be issued to the applicant unless all fees incurred are paid. Plan review for plans may take up to ten (10) working days to complete. All plans must be reviewed by the Fire Protection District having jurisdiction.

To receive a Final Occupancy:

- Building and Plumbing Inspections Passed
- Health Department Inspections and testing passed.
- Fire District and State Fire Marshall occupancy approval provided in writing to our office.
- Road Commissioner or County Highway Department Approvals

If you have any questions, please contact our office at 941-3228.

I have read the Information Packet and completed the specification sheet and understand the information that has been provided and requested of me. I understand that I must comply with all the rules and regulations of the Grundy County Land Use Department. I understand that I may not take occupancy until an OCCUPANCY CERTIFICATE has been received.

Owner(s): _____ Date _____

I have read the Information Packet and completed the specification sheet and understand the information that has been provided and requested of me. I understand that the Owner and I must comply with all the rules and regulations of the Grundy County Land Use Department. I understand that the Owner may not take occupancy until an OCCUPANCY CERTIFICATE has been received.

General Contractor: _____ Date: _____

INSPECTIONS

Building inspections are completed on Mondays, Thursdays and Fridays. A twenty-four (24) hour notice in advance for all inspections should be given, giving name, permit number and name of township. Do not schedule a closing on the building before you have received an Occupancy Certificate.

INSPECTIONS NEEDED

1. Location – Determine that setbacks are met and compliant.
2. Footing/Foundation and Backfill Pre-pour inspections
3. Electric service
4. Underground plumbing
5. Rough Building and Plumbing
6. Insulation and firestopping
7. Final building and plumbing

BULK RESTRICTIONS/SETBACK REQUIREMENTS

Commercial General- CG Zoning District Commercial Interstate – CI Zoning District

Front Yard - Forty Feet (40')
Side Yard - Fifteen Feet (15')
Rear Yard - Twenty-Five Feet (25')

Lot Area 15,000 sf
Lot Width – 100 feet
Building Height :
 Commercial Retail – 35 feet
 Office Lodging – 50 feet
 Services/all other – 35 feet

Industrial

Light Industrial – 20,000 sf
 Lot width – 120 feet
 Front set back – 40 feet
 Side set back 20 feet
 Rear set back 30 feet
 Minimum area of proposed land development – 1 acre
 Maximum building height – 4 stories or 50 feet (whichever is lower)

Heavy Industrial – 60,000 sf
 Lot width – 150 feet
 Front set back – 50 feet
 Side set back – 30 feet
 Rear set back – 30 feet
 Minimum Area of proposed land development – 2 acres
 Maximum building height – 4 stories or 50 feet (whichever is lower)
 Warehouse – 1 acre
 Lot width – 150 feet
 Front set back – 50 feet
 Side set back – 30 feet
 Rear set back – 30 feet
 Minimum area of proposed land development – 2 acres
 Maximum building height – 3 stories or 40 feet (whichever is lower)

Illinois Route 47 Setbacks

Setback - 40' from the center line required for frontage road.

Additional - 40' required for frontage road.

Example - $40' + 40' + \text{Zoning District Setback} = \text{Total Setback}$.

Setback District for Thoroughfares: (roads, streets, highways)

One-half the required width of the thoroughfare- measured from the center lines of the existing thoroughfare. Thoroughfares shall include federal, state, county highways and township roads.

- 1) Ex: Road way is 100' wide then $100' \div 2 = 50'$. 50' is the setback plus the yard requirement for that district.
- 2) Ex: In a district which has front yard requirement of 25' as in a R-2 district and a 100' road way width then the distance for a structure to be located is 75' from the center line.
- 3) Ex: If road way is 66' and yard required is 50' then the total setback is 83'; because $66' \div 2 = 33'$ and $33' + 50' = 83'$.

Exception to the above rule:

- 1). Setback where streets are not designated as a thoroughfare then setback is only what is required for the front or side yard in that district. Ex: a lane would be classified as a non-designated thoroughfare, and would only have to have the front and/or side yard setback.
- 2). And when there are existing structures occupying more than 30% of the street frontage within 1,800' or block, whichever the less, then the setback can be the average setback line of the existing structures.

**GRUNDY COUNTY
CULVERT/ENTRANCE PERMIT**

In order to receive a building permit, your entrance culvert must be properly installed. **This form must be completed** and returned to Grundy County Land Use Department **after the culvert has been installed** and approved by the highway authority.

Location or address of the property _____

Name of road providing access to property _____

Highway Authority (County or Township) _____

Length and diameter of culvert installed _____

Culvert material (corrugated metal, plastic, etc) _____

Name of Property Owner

Address:

Installation of culvert and entrance approved by:

Signature

Title

Date

Grundy County Township Road Commissioners

Township	Commissioner	Address	Phone Number
Aux Sable	Ray Underhill	8960 E. Route 6 Morris, IL 60450	(815) 592-9255
Braceville	Greg Hodgen	214 W. Fox Street Coal City, IL 60416	(815) 237-2000
Erienna	Stephen Mann	7200 West Old Stage Road, Morris, IL 60450	(815) 357-8659
Felix	Dave Allen	615 N. 5 th St., Carbon Hill, IL 60416	(815) 634-7288
Garfield	Dean Christensen	8815 S. Gorman Rd, Gardner, IL 60424	(815) 237-8070
Goodfarm	Jim Roeder	1840 W. Scully Rd Dwight, IL 60420	(815) 584-3357
Goose Lake	Bruce Trotter	2990 E. Pine Bluff Rd, Morris, IL 60450	(815) 942-5706
Greenfield	Ken Lampert	Box 118, Oak St, So. Wilmington, IL 60474	(815) 237-2098
Highland	Mark Harlow	Box 766, 116 Main Street, Kinsman, IL 60437	(815) 586-4613
Maine	Jim White	4635 S. Jugtown Rd, Gardner, IL 60424	(815) 739-6823
Mazon	Ed Walker	RR#1, 4060 S. Old Mazon Rd, Mazon, IL 60444	(815) 448-2267

Nettle Creek	Ryan Cryder	5240 W. Airport Rd, Morris, IL 60450	(815) 509-7800
Norman	Brad Baker	955 N. Gonnam Rd, Verona, IL 60479	(815) 942-3860
Saratoga	Homer Ellis	1730 Airport Rd, Morris, IL 60450	(815) 942-2139
Vienna	James Gonnam	555 S. Gonnam Rd, Verona, IL 60479	(815) 287-2676
Wauponsee	Mark Doerfler	P.O. Box 969, Morris, IL 60450	(815) 942-4243

FIRE DISTRICTS OF GRUNDY COUNTY

In order to obtain a building permit for your industrial or commercial building, approval from the local Fire District having jurisdiction will need to be obtained. Attached is a map that outlines the fire districts within Grundy County.

When submitting plans and application to Grundy County, the applicant must include all documentation from the Fire District indicating that the plans are approved.

Below is a listing of the Fire District Contacts within Grundy County:

Fire District	Contact	Phone Number
Braceville	John Trofimchuck	815-237-8682
Coal City	Nick Doerfler	815-634-4700
Dwight	Darrin Shull	815-584-2373
Gardner	Terry Jensen	815-237-8806
Mazon	Mark Brookman	815-448-5460
Minooka	Fire Inspector	815-467-5637 x113
Morris	Tracey Steffes	815-942-2830
Seneca	Jerry Sears	815-357-1600
So. Willmington	Monty Serena	815-237-2244
Verona/Kinsman	Paul Anderson	815-287-2320

Additional Fire District Code information may be found at the Fire Protection District website.

Grundy County
 Performance Standards
 Certification of Compliance

Property street address: _____
 City, Zip Code: _____
 Subdivision, lot: _____

sheet 1 of 2

<u>Property Developer, Owner of Agent</u>	<u>Person Certifying Compliance</u>
Company: _____	Company: _____
Street Address: _____	Street Address: _____
City, State, Zip _____	City, State, Zip: _____
Contact Name _____	Contact Name: _____
Phone: _____	Phone: _____
FAX: _____	FAX: _____

Description of the nature of the proposed use (type of business):

The property contains or utilizes the following (check all that apply) and attach as many of the specified data sheets (DS) with supporting analyses as required to describe the category:

(Required Data Sheet)

Flammable materials	DS-A
Toxic Chemicals	DS-A
Radioactive Materials	DS-A
Explosives Stored/Used	DS-A
Machinery/Machine Tools (i.e.- forges, die casting machines, power presses)	DS-B
Plastics Processing Equipment (i.e.- pellet formulators, rubber calendars grandulators)	DS-B
Ovens, Kilns/Furnaces not use for building heating (i.e.-bread ovens, coke ovens)	DS-B
Woodworking/Lumber Processing Equipment (i.e.- de-barkers, shredders, planers)	DS-B
Assembly lines/Robotics/Welders/Joining Equipment (i.e.- overhead cranes, robotics)	DS-B
Material Handling Equipment (i.e.- pneumatic conveyors, cyclones, mills, forklifts)	DS-B
Printing/Copying/Binding Equipment (i.e.- ink mixers, toner manufacture)	DS-B
Other stationary machinery or equipment	DS-B
Coating/Plating/Painting/Dipping or Similar Operations	DS-C
Chemical/Petroleum/Similar Processing of any kind	DS-C
Refrigerated Truck Overnight Parking	DS-D

	Exhaust Fans/Air Conditioning/Air Circulation	DS-D
	Outdoor storage or operations of any kind/Unpaved parking lots or access roads/ Other	DS-D
	Other outdoor including mining equipment	DS-D

-continued-

Grundy County
Performance Standards
Certification of Compliance

Property street address: _____
City, Zip Code: _____
Subdivision, lot: _____

sheet 2 of 2

Attach one (1) copy of each of the following:

	Plat of Survey
	Architectural drawing(s) showing the location of the building(s) on the property, the placement and orientation of all building openings, parking lots, outdoor lighting, tanks and any outdoor storage.

I, hereby certify I have read and understood the Performance Standards (Section X, Subsection 2) of the Grundy County Zoning Ordinance - adopted January 14, 1997, and certify that the above proposed use conforms to the same.

Signature of Person Certifying Compliance

Printed Name and Title

Date

I, hereby certify that I have reviewed the above and the attached documents and that they accurately describe the proposed use.

Signature of Property Owner, Agent, Developer

Printed Name and Title

Date

Drainage District Notification Letter

Drainage District Effected: _____

Name: _____

Address: _____

Phone Number: _____

Improvement: _____

I hereby verify that the above listed information is true.

Signature

Date

Please provide this verification sheet to your Drainage District representative and also provide a copy of this to our office at the time of permit application.